Leave Travel Concession for journey to any place in India.

READ.—

(i) G.O. No. FD 6 SRP 78, dated 28th December 1978.
(ii) G.O. No. FD 6 SRP 78, dated 5th January 1979.

According to para 3 B(v) of G.O. No. FD 6 SRP 78, dated 28th December 1978, a Government employee and his family may travel by any route or halt anywhere, on the way to or from the place of visit but Government's liability for the expenses incurred on the journey shall be restricted to the fare by the shortest route calculated on a through ticket basis.

2. The Accountant General has stated that occasions may arise wherein a Government employee has to travel by rail in different classes of accommodation, whenever the Government employee prefers to travel by a longer route. He has requested that Government may issue orders regarding the admissibility of fare by shortest route in such cases.

ORDER No. FD 6 SRP 78, BANGALORE, DATED THE 11TH APRIL 1979.

Government are pleased to direct that when a Government employee performs the journey by a longer route (which is not the cheapest) in two different classes of railway accommodation for example, partly by I Class to which he is entitled and partly by II Class, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for remaining mileage by such route.

For Example.

If the total distance by the longer route is 1760 Kms. and that by the shortest route is 1,600 Kms. and if the Government servant concerned has travelled the initial 1280 Kms. by II Class and the remaining 480 Kms. by I Class, Government's share of reimbursement of the expenditure incurred in this case would be as follows:

(*i*) *Mileage for which II Class fare will be admissible*

$$\frac{\text{Distance actually travelled by II Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route} \times = \frac{1280 \times 1600}{1760} = 1164 \text{ Kms.}$$

(*ii*) *Mileage for which I Class fare will be admissible*

$$\frac{\text{Distance actually travelled by I Class}}{\text{Total distance by the longer route}} \times \text{Total distance by the shortest route} = \frac{480 \times 1600}{1760} = 436 \text{ Kms.}$$

II Class fare for 1164 Kms.
I Class fare for 436 Kms.

By Order and in the name of the Governor of Karnataka,
T. M. VASUDEVAN,
Deputy Secretary to Government,
Finance Department.

REVENUE SECRETARIAT

Appointment of Arbitrator—Shri B. Byrappa—Extension of term—from 2nd February 1978 to 12th February 1979.

READ:—

(1) Government Order No. RD 78 AQW 77, dated 31st August 1977,
(2) Letter No. ARB 3 & 4/77-78 dated 18th February 1979.

PREAMBLE :

Government in their No. RD 78 AQW 77, dated 31st August 1977, created a post of Arbitrator for a period of four months from the date the incumbant takes charge of the post. Now it is reported that the term of the said post has expired on 2nd February 1978 and the award has been pronounced on 12th February 1979. He has therefore requested for the extension of the term of the post for a further period from 2nd February 1978 to 12th February 1979 (both days inclusive).

ORDER No. RD 31 AQW 79, BANGALORE, DATED THE 2ND APRIL 1979

Sanction is accorded for the extension of the term of the post of the Arbitrator for a further period from 2nd Feburary 1978 to 12th Feburary 1979 (both days inclusive), provided the entire expenditure in this behalf is met by the Government of India.

This order issues with the concurrence of the Finance Department *vide* their U. O. No. FD 765/Exp-7/79, dated 7th March 1979.

By Order and in the name of the Governor of Karnataka,
H. GOVINDAPPA,
Under Secretary to Government,
Revenue Department.

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PART I

Finance Secretariat

Leave Travel Concession for journey to any place in India.

Official Memorandum No. FD 6 SRP 78, Bangalore, dated 12th April 1979.

Reference.— (i) G O No. FD 6 SRP 78, dated 28 h December 19 8.
(ii) G.O. No. FD 6 SRP 78, dated 5th January 19 9.
(iii) G.O. No. FD 6 SRP 78, dated 11th April 1979.

The following instructions are issued for guidance of all concerned in regard to the availment of leave travel concession for journey to any place in India.

(i) The application for Leave Travel Concession shall be made in the prescribed form (Form-I appended to this O.M.). The advance in respect of a temporary Government servant and his family shall be sanctioned subject to the production by him of the surety of a permanent Government servant.

(ii) The advance shall be granted only after the leave is sanctioned.

(ii) The parents who have independent income of their own shall not be considered as 'wholly dependent' on the Government servant. A son or daughter having an independent income of his/her own shall also not be considered as wholly dependent on the Government servant.

(iv) The grant of advance shall be regulated in accordance with the provisions contained in para 5-B(V) I & II of the Government Order No. FD 6 SRP 78, dated 28th December 1978 and Government Order Nos. FD 6 SRP 78 dated 5th January 1979 and 11th April 1979 and the amount thereof should not exceed 4/5th of the estimated amount which Government would have to reimburse in respect of the cost of the journey.

(v) In the case of journey other than by rail, if the forward journey does not commence within 30 days of the date of drawal of the advance, the entire amount of advance drawn shall be refunded to Government forthwith.

(vi) In the case of journey by rail, if the forward journey does not commence within 60 days from the date of drawal of advance, the entire amount of advance drawn shall be refunded to Government forthwith. If Railway reservation is not made within Ten days from the date of drawal of advance or if the reservation is got cancelled, the entire amount of advance shall be refunded to Government forthwith.

(vii) The advance may be drawn for both the forward and return journeys at the commencement of the forward journey, provided the period of leave taken by the Government servant does not exceed three months or 90 days. Where the period of leave exceeds the above limit, the advance can be drawn for the forward journey only.

Where an advance has been drawn for both the forward and return journeys and later it becomes clear that the period of absence from headquarters is likely to exceed the said limit, one half of the advance shall be refunded to Government forthwith.

(viii) When the Government servant fails to refund the advance as required under items (v), (vi) and (vii) above, the Controlling Officer shall take immediate steps to recover the advance.

(ix) The final bill in adjustment of the advance shall be submitted within one month from the date of completion of the return journey along with certificates in form-II (appended to this O.M.). If the final bill is not submitted within one month, the entire amount of advance due shall be recovered. The Government servant shall produce evidance of his/family having actually performed the journey.

(x) A record of all assistance granted under the scheme of Leave Travel Concession for journey to any place in India shall be suitably maintained. In the case of Gazetted officers, the record shall be maintained by the Accounts Officer concenred. In the case of non-gazetted staff, the record should be in the form of entries in the service Book or other appropriate service records and should indicate the date or dates of the journey or journeys to any place in India. The authority responsible for the maintenance of the service record shall ensure that on every occasion the Government servant proceeds on leave, the fact that he availed himself of leave travel concession is indicated in the record.

T. M. VASUDEVAN,

Deputy Secretary to Government, Finance Department.

FORM-I

Application for grant of L.T.C. for Journey to any place in India

1. Name of the applicant ...	
2. Residential address ...	
3. Designation and office in which working ...	
4. Whether permanent, quasi-permanent or temporary ...	
5. Marital status. If married, whether the spouse is also employed under Government/ Quasi-Government/any other organisation.	
6. Basic pay ...	
7. Whether the applicant has completed one year's continuous service, ...	
8. Place of visit..... (Here the 'destination' should be mentioned irrespective of the number of places proposed to be visited during the course of the journey)	
9. Whether the LTC to Home-Town has already been availed during the current block period of two calandar years and if so, full particulars of self and family members who availed the concession may be stated. ...	
10. Have you and your family members availed this concession for any place in India during the current block period of four calandar years. ...	
11. What is the anticipated period of absence from headquarters. ...	
12. Likely date of commencement of forward journey. ...	
13. Details of self and family members in respect of whom the LTC is applied for ...	

Sl.No.	Name	Relationship to the Government servant	Age
1.			
2.			
3.			
4.			
5.			

14. *Amount of LTC :*

(a) Distance from.....to.....
(visit to any place in India)

Instruction :
Here the 'destination' and the 'distance thereof from the Headquarters by the shortest route should be mentioned irrespective of the number of places proposed to be visited during the course of the journy and the actual route that might be followed.

(b) No. of adults (full fare) and Children (Half fare) ...

(c) *For Rail Journey*
(i) I/II Class fare per full Ticket (forward journey) ...

(ii) *For Road Journey*
Bus fare (Public conveyance)/Road mileage (A single mileage will only be admissible irrespective of the number of members of the family traveling)...

(d) Total amount of fare for forward journey

(e) Total amount of fare for return journey*
*(To be applied for only if the period of leave taken/anticipated absence from Headquarters does not exceed three months or 90 days) ...

(f) Total amount for TO & FRO journey...

Maximum advance admissible :
80% of the amount as at (f) above. ...

15. Amount of advance required ...

16. (a) Was any advance taken previously for journey to Home Town/Any place in India. If so, give details ...

(b) Was it refunded/recovered, if so give full details ...

CERTIFICATE 1

(1) My parents in respect of whom LTC is claimed do not have any income of their own and are residing with and wholly dependent on me.

(2) My Son(s)/Daughter(s) in respect of whom LTC is claimed do not have any independent income of their own and are residing with and wholly dependent on me.

Signature of the Government Servant
Name in Block letters

Designation

CERTIFICATE-2

(1) *That my wife/husband is not employeed in Government service/quasi Government service any other organisation.

(2) *That my wife/husband is employed in Government service/quasi Government service/other organisation and that she/he has not availed for herself/himself or for any of the family members the LTC to any place in India/Home-Town for the concerned block.

Signature of the Government Servant
Name in Block letters
Designation

* Delete whichever certificate is not applicable.

UNDER TAKING

1. **(a) If the forward journey does not commence within 30 days of the date of drawal of the advance, I undertake to refund the entire amount of LTC advance to Government forthwith where the advance is drawn for journeys other than by rail.

**(b) I undertake to produce Railway cash receipts within TEN days from the date of drawal of advance for journey by rail and I shall also undertake to refund the entire amount of LTC advance to Government forthwith if the forward journey is not commenced with in 60 days from the date of drawal of advance. In case, the reservation is not cancelled, I shall undertake to refund the entire amount of L. T. C advance drawan forthwith.

II. Where, after drawing the advance for both forward and return journeys, it becomes clear that the period of absence from Headquarters is likely to exceed 90 days, one half of the advance will be refunded to Government forthwith.

III. The journeys for which advance is applied for, have not already been commenced/completed; I will intimate the date of commencement of forward journey and also the date of completion of return journey as soon as they are completed and also undertake to send the final bill in adjustment of advance within one month from the date of completion of the return journey for which the advance is drawn failing which I will refund the entire amount of LTC advance drawn.

(**)—Delete whichever Certificate is not applicable.

Signature of the Government servant
Name in Block letters
Designation

FORM-II

Certificate to be Given by a Government Servant along with Final T. A. Bill.

1. I have not submitted any other claim so far for Leave Travel Concession for journey to Home-Town during the block period of two calandar years 197 and.....

2. I have not submitted any other claim so far for leave travel concession for journey to any place in India during the block period of four calandar years 197 and.....

3. The journey has been performed by me and the members of my family consisting of .....adults and.....children to.....(any place in India)

4. *That my wife/husband is not employed in Government Service/quasi Government service/any other organisation.

5. *That my wife/husband is employed in Government service/quasi Government service/other organisation and that she/he has not availed for herself/himself or for any of the family members the Leave Travel Concession to any place in India/Home-Town for the concerned block.

6. Certified that my parents/children in respect of whom Leave Travel Concession for journey to any place in India is claimed do not have income of their own and are residing with and wholly dependent on me.

7. Certified that I and members of my family travelled in I Class/IIClass Expreee/Mail/By Bus/(Public Conveyance)/Other Conveyance from.....to.....
vide Railway Ticket Nos./Railway Cash Vouchers Nos./Bus Ticket Nos./Other receipts.

Date.

Signature of the Government servant
Name in Block letters
Designation

* Delete whichever certificate is not applicable.